



Supplier Registration

Work Instructions

May 2017

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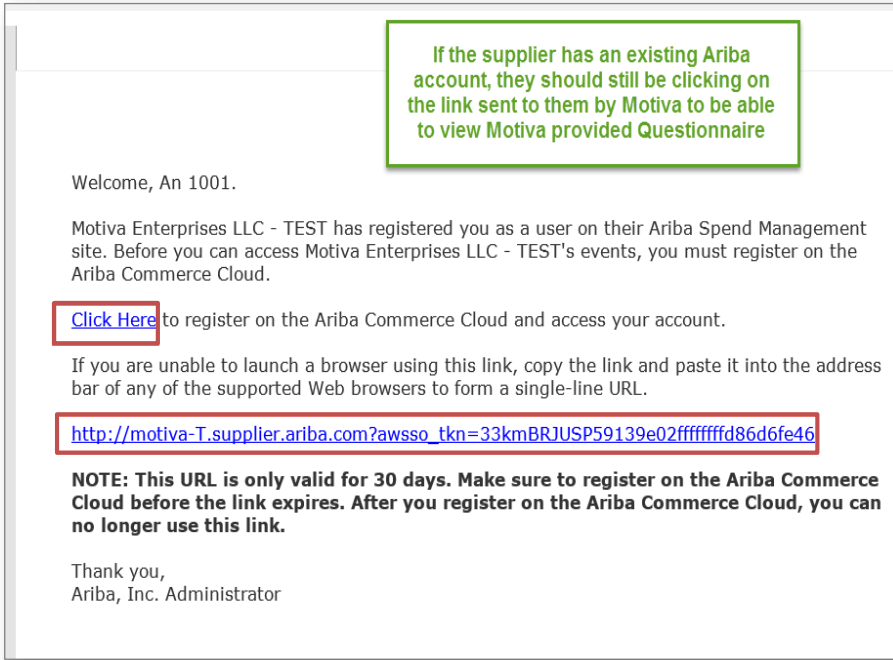
[Complete Supplier Registration](#)



[Update Supplier Information](#)

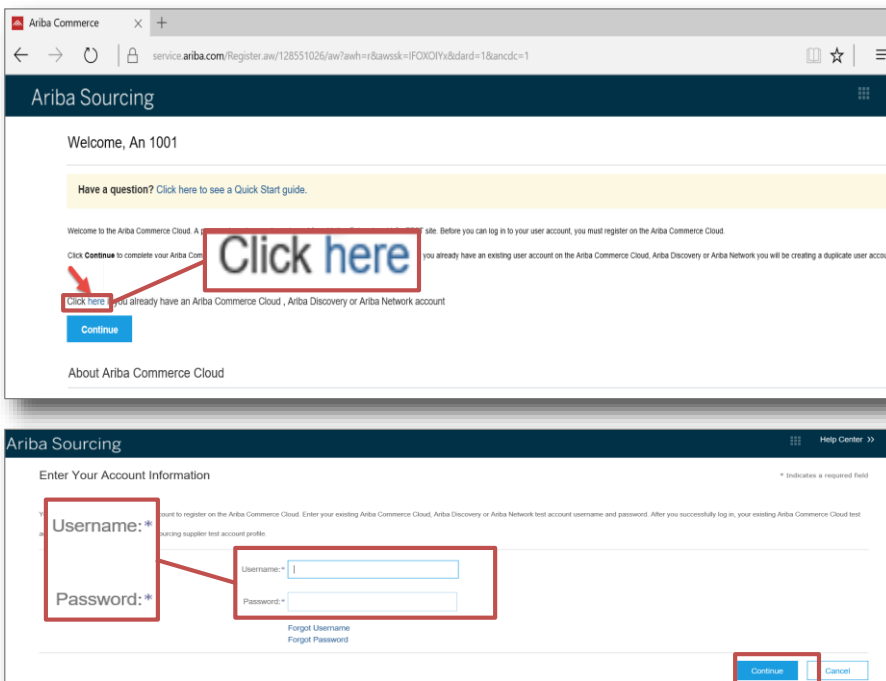
Supplier Registration

1 Supplier Receives Notification of Registration



1. The Supplier will receive an **email notification** that it has been registered in Ariba. The **link** allows the supplier to **register** and brings the supplier to complete the **Supplier Profile Questionnaire**.

2A Supplier Registers in Ariba



- A. The supplier will select the first link to register on Ariba. If the supplier already has an Ariba account, select the **Click here** link. Enter Ariba **username** and **password** to continue.

Supplier Registration

2B Supplier Registers in Ariba

The first screenshot shows the Ariba Sourcing 'Welcome, An 1001' page. It includes a 'Continue' button highlighted with a red box. The second screenshot shows the 'Register' page with a 'Submit' button highlighted with a red box. Below the button is a 'Company information' form with the following fields: Company Name (TEST1001), Country (United States [USA]), Address (Line 1, Line 2, Line 3), City (Houston), State (Alabama), and Zip (77002).

B. If the supplier does not have an Ariba account, select **Continue** to register. On the next screen, complete the necessary fields and select **Submit** to create an account.

3 Email Confirmation of Registration

The screenshot shows an email confirmation message. The subject is 'Welcome to the Ariba Commerce Cloud'. The main text reads: 'Your registration process on the Ariba Commerce Cloud for TEST 1001 is now complete.' Below this, it provides the account ID: AN01054682625-T and the username: an1001@supplier.com. The message also includes instructions for account administrators and information about sourcing events.

3. The supplier receives email confirmation that registration is complete. This message includes important information about being an Ariba Supplier.

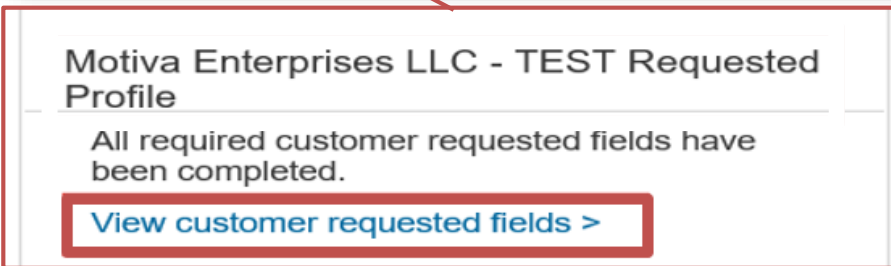
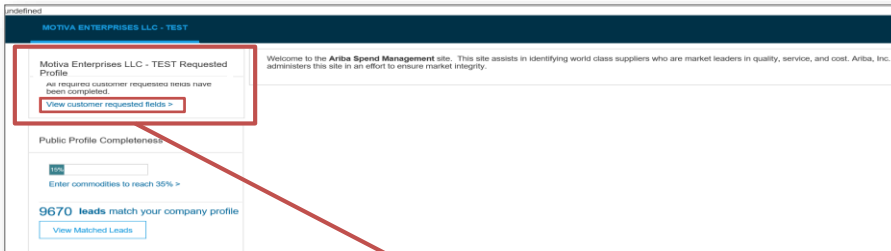
Note: You can view the entire email suppliers receive by clicking the icon on the right:



Welcome to the Ariba Commerce Cloud.msg

Supplier Registration

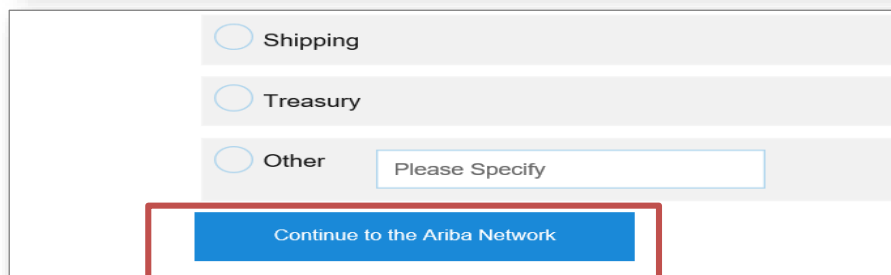
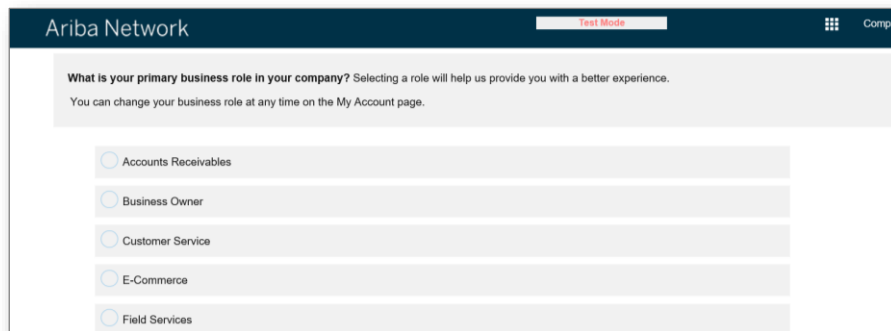
4 View Customer Requested Fields



Note: A supplier can add multiple users using the Company Information for its company he/she is unable to answer the questionnaire using the User account tab.

4. Within the Supplier Profile, select the link **View Customer Requested Fields** to access the Supplier Profile Questionnaire.

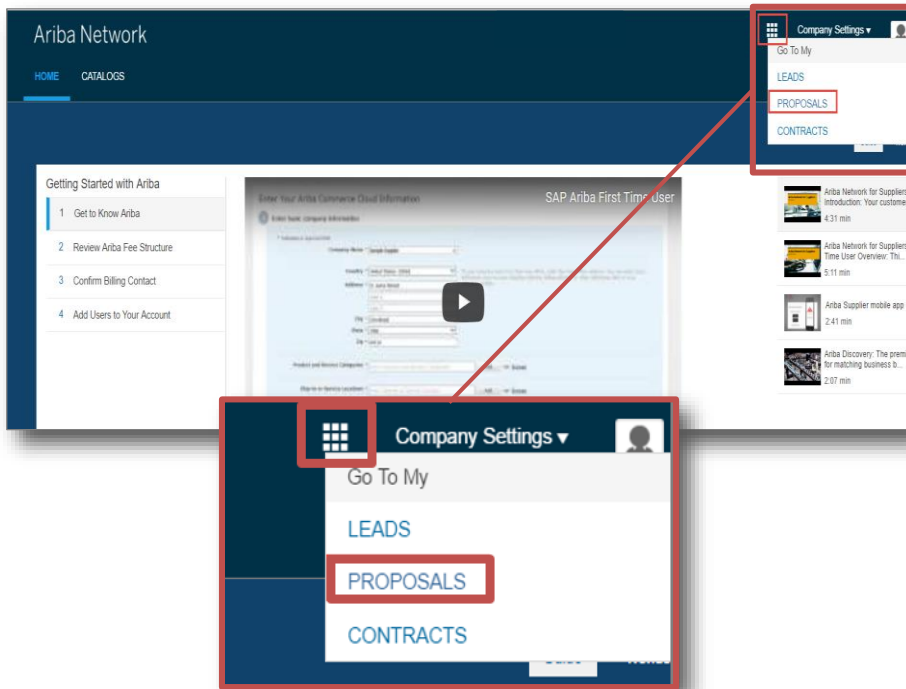
5 Continue to Ariba Network



5. If the supplier is not able to access the Motiva Questionnaire, logout and log back into Ariba for Suppliers. Select the appropriate option and select **Continue to Ariba Network** at the bottom of the screen

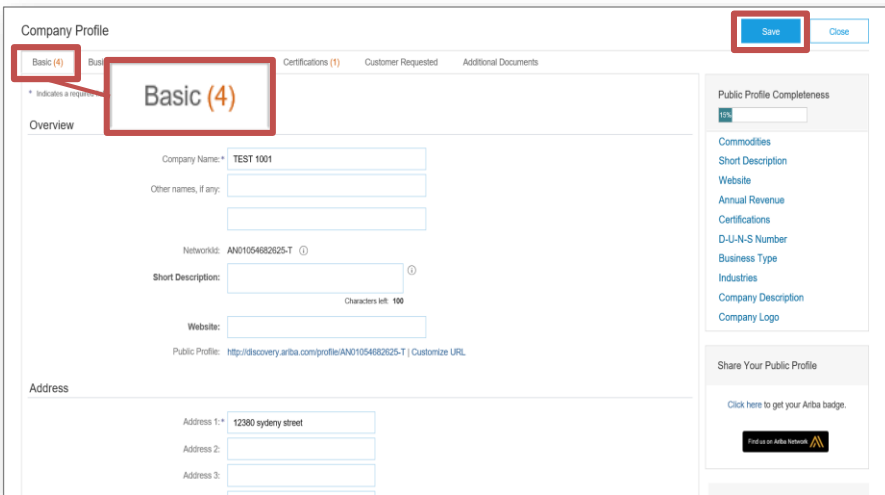
Supplier Registration

6 Navigate to Supplier Workspace



6. From the Ariba homepage, select to the navigation icon, and select **Proposals** from the dropdown menu.

7 Complete Basic Information Fields



7. Within the company profile, fill in the requested details of the **Basic** tab.

Supplier Registration

8 Complete Category Information

** This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories -or- Browse

Wood pulp

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select *G might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location -or- Browse

Texas - United States

Industries

Select the industries your company serves.

.....

8. The Supplier will be required to select the **Product and Service Categories** it provides. It will also add the **Ship-to or Service Location**. Select **Save**.

9 Access Supplier Profile Questionnaire

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Motiva Enterprises LLC - TEST	Incomplete

9. Within the **Customer Requested** tab, the supplier can access the **Motiva Supplier Profile**. Click the link to access the profile.

Supplier Registration

10 Complete Supplier Profile Questionnaire

Motiva Enterprises LLC - TEST Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question

▼ 6.1 Supplier Qualification Questions

▼ 6.1.1 General Registration

General Registration Questions

▼ 6.1.1.1 Company Information

6.1.1.1.1 Company Representative Name and Title

By providing a name below we certify that the information entered in this questionnaire is true and correct and the named company, agree to take sole responsibility for maintaining the accuracy of this data without needing approval from the relevant Motiva Accounts Payable team to deposit payments to the designated bank account. This authorized representative from your company makes changes to your Ariba profile.

Answer

10. The supplier can view and edit the **Motiva Supplier Questionnaire**

Note: Users can enter the information and save as a draft. Unless all requested fields are complete, the questionnaire cannot be submitted.

Note: A supplier can add multiple users using the Company Information for its company he/she is unable to answer the questionnaire using the User account tab.